

Retention and Classification Report

Agency: Honeyville (Utah) (505)

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Honeyville, UT 84314
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Records Officer Emily Ketsdever

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23376	Board of Adjustment minutes
23361	Call's Fort Cemetery entitlement to burial and perpetual car
28170	Cemetery burial files
28192	Cemetery maps
23364	City Council minutes
23359	City cemetery deed records
80005	State Treasurer's account statements

AGENCY: Honeyville (Utah)

SERIES: 23533

3

TITLE: Audits and financial statements

DATES: 1975-1990; 1992-1994; 1996; 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain in office.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 01/24/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Honeyville (Utah)

SERIES: 23533

TITLE: Audits and financial statements

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 23376

3

TITLE: Board of Adjustment minutes

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Honeyville (Utah)

SERIES: 23376

TITLE: Board of Adjustment minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 23361 3

TITLE: Call's Fort Cemetery entitlement to burial and perpetual care certificates

DATES: 1959-

ARRANGEMENT: Chronological and numerical by certificate number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Honeyville (Utah)

SERIES: 23361

TITLE: Call's Fort Cemetery entitlement to burial and perpetual care certificates

(continued)

APPRAISAL:

Administrative Historical Legal

This series has administrative, legal, and historical value as documentation of burial rights and perpetual care for lots in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 28170

3

TITLE: Cemetery burial files

DATES: 1927-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 12/10/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has historical value as documentation of individuals buried in the Honeyville and Call's Fort Cemeteries.

AGENCY: Honeyville (Utah)

SERIES: 28170

TITLE: Cemetery burial files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 28192

3

TITLE: Cemetery maps

DATES: 1901-

ARRANGEMENT: Alphabetically by cemetery name, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has administrative and historical value as documentation of the layout and organization of the cemetery.

AGENCY: Honeyville (Utah)

SERIES: 28192

TITLE: Cemetery maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 23364

3

TITLE: City Council minutes

DATES: 1911-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 11/29/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Honeyville (Utah)

SERIES: 23364

TITLE: City Council minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Honeyville (Utah)

SERIES: 23359

3

TITLE: City cemetery deed records

DATES: 1929-

ARRANGEMENT: Chronological and numerical by deed or certificate number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Honeyville (Utah)

SERIES: 23359

TITLE: City cemetery deed records

(continued)

authority to weed.

APPRAISAL:

Administrative Historical Legal

This series has administrative, legal, and historical value as documentation of ownership of burial plots in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Honeyville (Utah)

SERIES: 80005

3

TITLE: State Treasurer's account statements

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These financial statements report monthly of monies deposited with the State Treasurer under the State Money Management Act of 1974 (UCA 51-7). This law allows political subdivisions to deposit monies with the State Treasurer to be invested. These statements are required under the act (UCA 51-7-9). There are three statements: a deposit form, an account statement and an investment credit notice. The deposit form reports the amounts deposited; the account statement reports on all transactions (deposits, withdrawals, and interest earned); and the interest credit notice reports on the interest rate and amount of earned.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office. These statements are used for informational purposes and for reports to the city council. They are not audited. The State Treasury maintains the record copy of all statements sent to Honeyville City and their records are audited annually (UCA 51-7-9).